

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
October 19, 2009

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**TOWN ADMINISTRATOR:** Naomi Bolton

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Jan Snyder, Nick Manolis, Toni Flewelling, Carl Weber

**7:00 p.m. Chairman Clow called the meeting to order.**

**GOAL SETTING WITH PRIMEX** – Mr. Nick Manolis, from Primex, discussed with the Board of Selectman the three primary points in a relationship with the new Town Administrator. First, the Board needs to determine and identify what success looks like. Secondly, they need to talk about aspiration and what the relationship with the Town Administrator should be built on. Lastly, they need to discuss mutual expectations. Mr. Manolis said Primex would like to come back six months forward and eleven months forward to discuss the relationship between the Town Administrator and the Board of Selectman.

The table below is a list of major items the Board of Selectman would like to see accomplished by the Town Administrator in the next twelve months and what determines the success of the item.

Item to be accomplished in the next twelve months	What determines the success of the item
Evaluation of employees in a consistent and systematic manor.	All evaluations including department heads and employees have been completed with focus on future goals and with expectations spelled out.
Budget creation process <i>Create a budget working with department heads and structuring a budget to bring before the Board. Play a key role in marketing the budget by meeting with certain town groups.</i>	Everyone leaves feeling informed as to why an item is in the budget, has a clear picture of the budget, Town Administrator has met with groups in town to define the budget.
Develop defensible background information for warrant articles.	Thorough understanding of all departments budgets.
Develop a plan for cross training employees (for fill-in) within the Town Office.	Quality of plan would identify individuals and identify needs within departments.
Evaluate and assess employee skills.	Create a listing of all employees, length of service and what needs to be done to get them to the next level.

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Item to be accomplished in the next twelve months	What determines the success of the item
Position justification <i>Evaluate the ways things are done within the Town Office Building to make operation more efficient and identify any necessary stream lining.</i>	Evaluate town operations for efficiencies. Statement of how things were done and what needs to be changed. The Town Administrator has authority to implement changes.
Labor relations <i>Conversant with current contract and become familiar with collective bargaining process.</i>	Short term - have an intimate understanding of what goes into the contract. Long term - offering more assistance in the contract. Be more active in the bargaining process, but not to be the chief spokesperson.
Work with the Finance Administrator on the purchase requisition system.	Work collaboratively with the Finance Administrator.
Quarterly summary to the Board on budget status	Communication at staff meetings.
Employee benefit program <i>Review employee benefits with particular focus on health insurance.</i>	Compare insurances throughout the year and not waiting until it is time for the policy to expire. Determine status of health benefits and develop comparables in a timely fashion. Initiate wellness efforts.
Completion of projects at the Town Office building; building safety.	Keep moving forward on building safety and adequacy issues. A status report to the Fire Marshall on achievements. Being the force that makes the Board of Selectman follow through.

Mrs. Bolton said some of the items on the list can be done in short order. She said she may have some difficulty with collective bargaining. Mrs. Bolton said they need to come up with responsibilities in authoritative roles.

Selectman Lacasse said he is hoping for longevity and consistency when going forward.

Mr. Manolis said Mrs. Bolton and the Board of Selectman should have an active discussion on what role she will play. Mr. Manolis said when Primex comes back in six months; they will know what to anticipate.

Mr. Manolis asked Mrs. Bolton how she would hope to define her position as Town Administrator on October 19, 2009.

- Honest and trusting
- Open communication both ways
- Collaborative
- Informative
- Based on initiative
- Be reasonable

Mrs. Bolton said she has been around for a long time and she will tell the Board of Selectman when something will work or not and wants the Board to trust her judgment.

Mr. Manolis asked the Board of Selectman what they expect from the Mrs. Bolton, as Town Administrator.

- When requests are made to follow up whatever the case may be and keep the BOS posted

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- Support the Board in general
- Execute the Board's decisions
- Support and assist individual Board members
- Develop and maintain mutual support
- Establish and maintain a clear chain of command

Chairman Clow said it would be important to bring this discussion back to the table in March, when the Board of Selectman has new members. Mr. Manolis said they will be back to meet with the Board of Selectman in six months and than again four months after.

### MANIFESTS

**Chairman Clow moved, Vice Chairman Butt seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated October 22, 2009. Passed 3-0-2. Selectman Osborne and Selectman Lacasse abstained.**

Accounts payable	<b>\$287,295.98</b>	(John Stark \$250,000.00)
Gross Payrolls	<b><u>\$48,164.99</u></b>	(Includes Spec. Detail, Taxes, Credit Union)
Total	<b>\$335,460.97</b>	

### MEETING MINUTES

**Selectman Donison moved, Selectmen Lacasse seconded to approve the minutes of October 5, 2009 as amended. Passed 5-0-0**

**Chairman Clow moved, Selectmen Lacasse seconded to approve the minutes of October 12, 2009 as amended. Passed 4-0-1 Vice Chairman Butt abstained.**

**STONE FUND NOMINATION** – Vice Chairman Butt said they meet twice a year. They will be meeting Wednesday night in the Conservation room at 7:00. Selectman Osborne will be the ex-officio on the Stone Fund.

Chairman Clow said Chief Begin had contacted him regarding WMS being determined as an emergency site for H1N1 and the fact that he was unaware of the site determination. Vice Chairman Butt said it was discussed at the last CERT Council meeting. Chairman Clow said there is a meeting tomorrow night and Chief Begin is looking for someone to attend the meeting.

**ADMINISTRATIVE REPORT** – Mrs. Bolton told the Board that she and the Finance Committee would like to bring the budget numbers to the Board of Selectman on November 2.

Vice Chairman Butt said the Fire Department has five warrant articles to put on the ballot. Vice Chairman Butt said they need to discuss in detail what their intent is and their responsibility in promoting need for the requests. It was discussed the Fire Department needs to focus on having something they all agree on, be united, and need to prioritize what goes on the ballot.

It was discussed that the CIP Subcommittee which consists of, Paul Marsh, Jon Dowst and a Planning Board rep. and Naomi Bolton, will meet on October 28, 2009 from 8:00 am to 9:30 am. Vice Chairman Butt will meet with them as well so they can have a quorum.

The Board discussed that the NH Municipal Energy Assistance Program application was accepted.

Mr. Carl Knapp has a new hire and the Board will hold a non public meeting on Monday, October 26 at 7:00 p.m.

Mrs. Bolton will be sitting down with Chip Meany, the Building Inspector, about the possible restructuring of the Land Use Coordinator position in hopes of bringing forth a plan to the Board next week.

Jan Snyder discussed an issue with the Board regarding the Police Special Detail Fund.

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The Board discussed the need to schedule a date to set the tax rate.

**OTHER BUSINESS** – Vice Chairman Butt said he received a phone call from Chris Hague. She informed him that an engineer came to the Library and told her there were structural issues. Mrs. Hague wanted to add additional books to the Library and was told the floor will not hold any more. Vice Chairman Butt said they will have to go to the Trustees of the Trust Fund to requests funds to do any repairs.

**Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 9:30 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:08 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the nonpublic session. Passed 5-0-0**

**Meeting adjourned @10:09pm.**

## **ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary